

CTTAB 2002 MINUTES

January 8 2002

Meeting Minutes

City of Seattle, Board Room, 27th Floor
Key Tower, 700 Fifth Avenue, Seattle, WA 98104

Board Members

Brad Stilwell, Chair

Jeanne-Marie Isola, Vice Chair

Rhonda Allison

Dione Johnson

Jerry Whiting

Bob Valiant

Mike Weisman

Jerry Whiting

Frances Malone

DoIT Staff

Marty Chakoian,
Chief Technology Officer

Rona Zevin,
Director of Interactive Media
David Keyes,
Community Technology Planner

Tony Perez,
Director of Office of Cable
Communications
Lynne Masters,
Cable Franchise Administrator

I. Agenda Approval, Review of Minutes, Public Introductions and Announcements: Brad Stilwell. An amended agenda was approved following a motion to provide Bob Valiant time to make an announcement at the end of the meeting. December's minutes were approved as drafted. Brad introduced Marty Chakoian, the City's Chief Technology Officer, and Robin Oppenheimer.

II. Board Vacancies and Appointments: Brad Stilwell. Brad reported the Mayor's position on appointments is was unknown. Alex Field had informed Brad earlier that a member, who had served 2 terms, would not be eligible for reappointment.

III. Proposed Amendments to Bylaws Governing Board Decision-Making Process: Discussion and Possible Vote on Section 4 and Table A: Board Governance Subcommittee. Mike Weisman commented that Sections 3.4 and 3.5 are new. Brad questioned the deadlines in Section 3 and noted that they had not been discussed by the subcommittee. Mike explained that the purpose of the provision is to prevent someone from asking the Board to comment on a matter at the last minute when the Board had not had sufficient time to review or to study it. The Board discussed extensively whether the bylaws should such deadlines. Several members expressed their belief that the Board serves the City at the discretion of the Mayor and Council and that it was inappropriate to try to dictate the conditions under which the Board would render its advice to either. Jerry moved that the Board amend Section 3 by striking the last sentence of Section 3.4, beginning with "Requests and any

accompanying materials....." and adopt all of Section 3 as amended. The motion was seconded and unanimously approved.

Brad asked for comments on Section 4. He explained that the intent of this provision is to provide the minority views the same opportunity accorded to the majority to convey its opinions to the City Council. A number of issues were raised and discussed, including whether the current language properly reflected the Board's intent and whether the Board intended the results this proposal could create. Mike moved that the Board adopt the section as proposed but insert "sufficient" in place of "equal."

After some discussion about the Board's role and the goal(s) of this provision, Mike amended his motion, dropping the adjective before the words "time and access" so that the section would read: "If the Board is requested to appear at a meeting, hearing or presentation to present the decision, then a member representing the minority report(s) shall also be present and provided time and access." His motion was seconded and unanimously approved. Bob moved to approve Section 4 as amended, with the caveat that Section 4.6 will remain to be addressed by the Governance Subcommittee and the full Board some other time. The motion was seconded and approved unanimously by the Board.

IV. Presentation of Report by the Commission on Electronic Communications ("Commission's Report"): Rona Zevin. Rona announced that the Report is posted on the City's website: <http://www.cityofseattle.net/scec> she reported that the Commission is recommending that the City use its TV channel and website to engage the residents in interactive governance, an element that is distinct from interactive online services. This would include using technology to give citizens more information about the programs they are watching such as the reasons for the program and where to find more information and how to become involved in the issues presented. The website would have similar look and feel to the television station and would use comparable technology to engage residents in governance issues. The report also recommends establishing an oversight board with a mission limited to ensuring the channel remained independent.

Rona commented that two of the Board's subcommittees will be asked to contribute to portions of the project. She reported that the City has hired Pyramid Communications to do branding work on the channel which can be imported to the website. She noted other issues were also under consideration including pilot programs, language issues, and partnerships with other municipalities.

V. Budget Report: Rona Zevin. Rona reported that the Board needs to recommend how it believes the City should allocate funds for community technology projects in 2002. Last year, the recommendations were given late in the year, and some projects could not be fully implemented in 2001. This year issues include, how much of the \$218,000 allocated to the Citizens' Literacy and Access Fund (CLAF) does the Board want to allocate to the Technology Matching Fund (TMF) and what other projects does the Board want to work on? A motion was made to form a subcommittee to work with David. The motion was seconded and approved unanimously.

VI. Cable Office Report: Tony Perez. Tony reported that the Cable Office has received over 400 calls about the @Home service. Staff will be working with AT&T on compensating all the callers when service is fully restored. He commented that the Cable Bill of Rights has shown its value in this case and, many callers were pleased to discover there was a remedy for their problems. Tony also reported that staff has not begun to work on the transfer from AT&T to Comcast and so cannot comment on it yet. Mike asked whether the Board would be invited to contribute ideas on strategy before those decisions are made. Marty responded that if there are specific issues the Board believes need to be addressed; it would be appropriate role for the Board to identify them early.

Rona clarified that funding for SCAN through 2006 has been arranged with AT&T. When AT&T's current franchise expires the staff expects to negotiate a per subscriber fee of between 40 – 50 cents per sub with all cable companies.

Marty has not met with the Mayor about technology issues. Marty believes that the biggest challenge facing the Department will be financial, given the significant drop in City revenues. He noted as well that staff has not received word of the Council's subcommittee structure. He believes Councilmember Compton will continue to be the Chair of the PS&T Committee.

VII. Subcommittee Reports

A. E-Government: Jeanne-Marie Isola. She circulated a draft letter that describes the Board's vision of an online democracy portal and outlines various steps the City can take to achieve this vision in the next five years. Mike moved the Board to send the letter without a resolution attached. The motion was not seconded.

The Board discussed whether it should refer to the Commission's Report because Board members had not had an opportunity to read it and were reluctant to reference it until they had. Bob made a motion to amend the letter to refer to the Commission's Report without endorsing it, subject to CTTAB's review and approval. The motion was seconded and passed unopposed.

B. Marketing: Rona, noted that the City has hired a firm to work on TVSea and then on the Democracy Portal. Rona asked the marketing subcommittee to participate in a focus group working with the consultant. Rona will send the contract's scope of work section to the subcommittee for comment. She cautioned that the contract is only to do a marketing plan, not to implement it.

C. Community Technology Initiatives. Rhonda reported that they had met with the research group to discuss what sites they wanted evaluated and summarized the steps they were using to conduct their research. She noted they will do an assessment of what information is already on hand and will conduct on site visits.

David reported that the Gartner Group, a technology consulting firm, is looking at the work the City has done on the Indicator's Project. David noted that is was significant given the consultant's stature in the industry.

The Children's Partnership works on children's issues and the digital divide. This group is looking at the City's work with the Community Technology Alliance as a model for putting a program in place to work with youth.

VIII. March Meeting Date: Brad Stilwell. Brad will be out of town for the March meeting and asked whether it would work to reschedule the meeting for another Tuesday? Neither the 5th or the 17th was an option for some of the Board members. The meeting was not rescheduled and will be held at the scheduled time.

IX. Bob Valiant Leaving Board. Bob announced that he is leaving the Board and explained how much he enjoyed working with the group. He's resigning his seat in order to give others an opportunity to serve.

The meeting was adjourned.

CTTAB 2002 MINUTES

February 12 2002

Meeting Minutes

City of Seattle, Board Room, 27th Floor
Key Tower, 700 Fifth Avenue, Seattle, WA 98104

Board Members

Brad Stilwell, Chair	John Schlick
Jeanne-Marie Isola, Vice Chair	Mike Donlin
Rhonda Allison	Jerry Whiting
Chris Salatka, Get Engaged Representative	Terryl Ross
Harriet Wasserman	

DoIT Staff

Tony Perez,
Director of Office of Cable
Communications

I. Agenda Approval, Review of Minutes, Public Introductions and Announcements: CTTAB Chair, Brad Stillwell convened the meeting and welcomed Robin Oppenheimer as a guest. The agenda was approved as written. The January minutes were reviewed. There was a motion to correct a small typographical error. The motion carried unanimously.

II. Cable Office Report:

Tony reported that the Cable Office continues to receive questions regarding AT&T practice of passing through to its customers the full cost of B&O taxes it pays the City. This pass through results in an effective B&O tax of 11.25 % instead of 10%. We have notified callers and posted information on the Cable Office website that the increase in tax collected by ATT is unrelated to any requirement of the City.

Tony apprised the Board that the Federal Communications Commission will probably rule on the regulatory classification of cable modem service sometime in March. He reported that indications suggest that the FCC will classify cable modem service as an Information service. It is unclear if an information service is also a cable service. The ultimate classification of cable modem service will determine whether open access requirements can be imposed on cable operators.

Tony also mentioned that the City was drafting cable subscriber privacy legislation consistent with federal law.

III. Subcommittee Reports:

A. Board Governance Committee Proposed Amendments to Bylaws Concerning Officers' Terms and Elections:

1. The Board engaged in a lengthy discussion regarding the Governance Committee's proposed amendments to 1.2 of the by-laws regarding term lengths for the Chair and the Vice Chair. There was a proposal to conduct a special election in June of 2002 for a 6 month term ending in December and new elections in January 2003 for 1 year terms thereafter. Among the comments against the proposal were: John was concerned that if new members came in January they would not know whom to vote for and it would be a year before they could re vote; a situation could arise where the interest of the chair may not be aligned with the board but the Chair could not be removed until the following January; Chris suggested that members should vote in November or December since they will know the people on the Board and felt that it was not necessary to have 2 elections this year. Among the statements in favor of the proposal were: Term of Chair and vice chair would correspond with their appointments; six month terms are too short and CTTAB needed more continuity; Jeff felt that it was a cumbersome process and a waste of valuable time to vote every six months when CTTAB is working on so many issues; a few new members may abstain in January voting but the majority would have been there for a while.

Jerry pointed out that voting for Officers in December is not a good idea because there was no guarantee that a member would be reappointed. He characterized the proposal as the best of all possible solutions; the alternative was having members, who may be leaving in the end of December, vote for a Chair with whom they may never serve.

Jerry moved to adopt proposed changes extending terms of Chair and Vice Chair beginning in Jan 2003 with special election in June for 6 month term. Motion was withdrawn because it did not state when the annual election would be held.

John moved to amend proposed revision to 1.2 "The Chair shall serve a term of 12 months, with elections in January, beginning in January and ending in December. In the event that the chair's appointment by Mayor or Council ends during this term or the chair chooses or to resign, the Vice Chair will complete the 12-month term."

Motion to adopt proposed changes in 1.2 of the By laws as amended, extending the terms of Chair and Vice Chair to 12 months with

elections in January 2003 and that Chair and Vice Chair shall serve from January to December with a special election in June 2002 for a 6 month term.

Motion carried by a vote of 9-1.

2. Conflict of Interest: The CTTAB By-laws concerning conflict of interest currently address TMF review issues only; the Committee would like the Board to consider widening the scope of its conflict of interest policy so that it applies to any issues that come before CTTAB. The Board could choose to adopt the City guidelines for ad-hoc committees, extend the TMF policy to all issues before the Board or adopt some other policy. The Committee was not ready to propose a specific recommendation to the Board.

Many CTTAB members come from the industry and work in software companies and have been appointed to serve because they have valuable expertise. The Committee believes that if a CTTAB member or their employer has a vested interest in the outcome of an issue before the Board that they should voluntarily announce their potential conflict and recuse themselves from a vote but be allowed to participate in the discussion. Under the current TMF policy the member would not be allowed to participate in the discussion or vote. The Committee believes that barring input from members may deprive citizens, Council and the Mayor from the benefit of their expertise. The city guidelines are more flexible in that they allow participation in discussion but no vote. A consensus emerged that members should be allowed to discuss TMF applications and other City business even when they disclose a potential conflict of interest but not be allowed to vote. The Governance Committee had no internal disagreements concerning the above but was not prepared to suggest a specific recommendation. After a considerable amount of discussion members agreed that it did not make sense to have a stricter standard just for TMF. The Board discussed adopting the City guidelines as the CTTAB conflict of interest policy although Board members were concerned that Section #8 of the City guidelines may restrict a person's activity after they left CTTAB. Jeff also expressed some reservations that TMF review group is small and a member could sway certain decisions even if they did not vote.

General agreement was achieved to strike current by-laws relating to TMF and adopt City guidelines without Section #8.

John moved to amend language on section 8 as follows; "former committee members shall for a period of 12 months after leaving the committee membership disclose committee membership and activities in relation to all dealings with the City or the committee." Motion was opposed.

After some discussion the issue was remanded back to Committee to develop specific language to reflect the consensus reached by the Board.

John recommended that Governance committee establish a quorum based on seated board members.

Committee will adopt specific language Will amend current language in option 1 without section 8 consensus : Motion: Adopt option 1 of governance committee without section 8 of City guidelines strike TMF replace with City guidelines without #8. 7

B. E-Government

Brad mentioned that he had met with Councilmember Jim Compton regarding the letter to Mayor and Council about TVSea and E-Democracy Portal. He said that the feedback was very positive. Brad said that the committee will be working with Compton's office to draft a resolution. City departments would identify key interactive services and public information online, project costs and potential savings. Brad also mentioned that the City has contracted with Pyramid associates for Branding strategy. There will be a Democracy Portal focus group in Wallingford on February 20 and a follow-up the next afternoon. Brad announced the Democracy Portal Manager Position and John wondered where the manager fits in political structure. He was informed that the Manager would be replace Hap's old position and report to Rona.

IV. Community Technology Initiatives

Rhonda provided an update on TMF timelines. She reported difficulty in getting to this earlier because of the amount of research involved. Rhonda distributed materials to the members and discussed monies available for grant - \$130,000. Committee talked about 130,000 allotted to TMF. Responding to Jim Compton's request for additional detail, the committee is providing specific examples under the strategic planning, sustainability and marketing sections. Most money awarded will go to strategic planning and sustainability projects. She mentioned that the committee will recommend restricting amount of hardware given out. Among the other recommendations: limiting grants to \$30k; eliminating small and simple category, unless a particularly interesting or timely project; conducting an actual workshop for applications 2 weeks before the deadline; adding an evaluation component; The committee believed not a good use of staff time or money; general suggestions . Mike developed draft of general criteria which will be reviewed at the next Board meeting. May 13 is the deadline for applications. Grantees will need to spend their money or it will be reallocated.

The meeting was adjourned.

CTTAB 2002 MINUTES

March 12 2002

Meeting Minutes

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Board Members

Jeanne-Marie Isola, Vice Chair
Harriet Wasserman
Rhonda Allison
Chris Salatka,
Get Engaged Representative

Jeff Techico
Jerry Whiting
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DoIT Staff

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Tony Perez,
Director of Office of Cable
Communications

David Keyes,
Community Technology Planner

Lynne Masters, Cable Franchise
Administrator

Others

Shannon Frisbie
Robin Oppenheimer

Appah Auta

I. Agenda Approval, Review of Minutes, Public Introductions and Announcements: Jean Marie Isola1[1]. Rhonda's request to reorder the meeting's agenda was approved. David announced the opening of Arts Resource Network, an organization that is partnering with the City and the Seattle Arts Commission in arts programs. Rhonda requested revisions to the draft minutes. February's minutes were adopted as amended. .

II. Subcommittee Reports.

A Community Technology Initiatives: Technology Matching Fund
Selection Criteria: Discussion and Possible Vote

The Community Technology Initiatives Subcommittee is seeking Board approval to substantially revise the TMF application kit and prior to the meeting had distributed a package of materials containing the proposed

amendments to Board members. Rhonda described some of the subcommittee's proposed amendments to the application materials. Jerry asked whether (1) the proposed TMF process would address sustainability requirements, and (2) it drew a distinction between those applicants who already had access to other substantial funding sources such as the Gates Foundation, and those who had very little other sources of funding. David noted that the new application materials and review procedures were intended to focus more on funding specific "projects" as opposed to ongoing operations, and that the review process rating system was being modified to respond to Jerry's concerns. Where the amount requested was small, the issue of other funding sources was less pressing. For other funding requests the issue was left to the discretion of the interview and review panel. In addition, conditions concerning other funding sources can be imposed in any final award. Rhonda commented that the amendments designed the application process so that it resembled more closely the grant application processes and also directed applicants to other sources of funding.

David also explained that this year rather than providing just a TMF workshop, the City is conducting, on April 18, 2002, a combined community tech coalition meeting and fenders' workshop. In addition to connecting applicants with other fenders, the workshop will provide guidance on how to write successful proposals. A follow-up application workshop will be scheduled for later. Dione commented that participants must understand that sustainability is not about "money" but means manpower, partnering and collaboration.

The Board agreed to review each proposed revision and vote on the package in its entirety. David described each of the major changes to the application materials, and Jerry commented on the changes and how they affect the review process.

Jerry asked whether applicants are informed about the evaluation criteria. Emily noted that evaluating the compliance progress, development and sustainability of TMF funded programs has become increasingly difficult as awards branch out from funding just computer labs. She noted that the City would need to determine which elements of these programs are capable of being measured and which elements it wants to measure. Emily commented that it might be better to wait and see what the programs themselves develop as evaluation measurements and select those that are common among them. Then these criteria can be adopted by the City and included as part of the contracting and reporting process.

David noted that the evaluations would provide significant information about what factors contribute to the sustainability of a program. He noted that several people are working with the City to develop profiles of successful and sustainable CTC's.

Shannon raised a question about how the sustainability criteria are applied to short, one time programs. The Board engaged in a discussion of what "sustainable" means and how it should be applied as part of the team's TMF evaluations. The Board was unable to agree on specific wording to be used, and because time ran short, it agreed that staff should use the language contained in the application and rephrase it for use in the evaluation section.

Jeanne-Marie made a motion that the Board accept the staff's proposed changes to the TMF materials and process with the following amendments: (1) on Number 2, the proposed budget, the proposed budget is well-planned and ready for implementation; (2) project clarity: the project is well planned and ready to implement; and (3) to amend the sustainable language to clarify it includes projects that are short term and completed within the time of the contract.

The proposals were unanimously approved and adopted as amended.

Technology Matching Fund 2002 Goals: Discussion. Rhonda Allison.: David distributed a budget excerpt that reflects projects the Board has committed to complete. David observed that there are groups working with the Parks and Recreation Department (PRD) to encourage PRD to acknowledge the work in the tech centers. The long term goal is to persuade PRD to formally participate in strategic planning for its centers and secure long-term support for the community centers. David noted that the group might ask CTTAB for its support and advice, since the Board has insights and into community centers and technology.

B Cable Office Report: Lynne reported that the privacy legislation is still under review but is expected to be released soon. She reported that the City received its copy of the Form 394 concerning the AT&T Comcast transfer and that it was under review by staff. She noted that the City had 30 days to complete its review and request any additional information. She expected to have more information to report at the next meeting.

C Board Governance: Proposed Amendments to Bylaws Concerning Officers' Terms and Elections: Vote on Section 1; Amend the Clerk References in Section 4: Board Governance Subcommittee Governance: Jerry explained that the Board had previously approved amendments to Section 4 of the By-laws. When one or more issues develop that could result in a minority opinion this Section, as amended, provides for a clerk to track the discussion. Currently, although Lynne does the minutes, there is no "clerk" position on the Board. In the absence of a "clerk" position, the Subcommittee was proposing to delete the word "clerk" and assign the "clerk's" responsibilities to the Vice Chair. The Subcommittee believes that assigning the clerk's role to the Vice Chair, notifies Board members in advance, of the person who will be following the discussion and protecting the viewpoints of the minority. This pre-selection avoids conflict of interest problems that might develop if the clerk is selected after positions on an issue have been established. Subcommittee members also believed that it was an unfair burden to ask the Chair to assume this responsibility while moderating the discussion, maintaining order and moving the agenda along.

The Board voted to return the amendments to the Subcommittee to define what events trigger the consensus process and what events will trigger the Vice Chair's participation. Accordingly, the introduction at Section 2 needs to

clarify what events trigger the use of the consensus process, and section 2(d) should be amended to describe what discussions the Vice Chair will be required to record.

D E-Government. Jeanne Marie noted that following a meeting with Councilmember Compton's office, DoIT created a position for a Democracy Portal manager. She noted the position was triggered by both the report of the Commission on Electronic Commerce and CTTAB's letter to the City that set forth the Board's E-Government recommendations. She believed Brad might have attended this meeting.

Chris expressed disappointment that the Board had not been consulted about the development of this position and the concepts behind it and only learned of the job opening at this meeting or because the position had been advertised in the paper. Lynne commented that this position also developed out of an existing opening for TVSea Manager and that CTTAB still had a role in the ongoing development of the Democracy Portal services. David commented that there is a substantial amount of work remaining to implement the recommendations of the Commission. He also noted that since the open position is new, CTTAB might have a role in defining the responsibilities assigned to the new position.

The meeting was adjourned.

2[1] Brad Stilwell, Chair, was unable to attend the meeting. In his absence, Jeanne Marie Isola, Vice Chair, conducted the meeting.

CTTAB 2002 MINUTES

July 9 2002

Meeting Minutes

City of Seattle, Board Room, 27th Floor
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Board Members

Brad Stilwell, Chair
Harriet Wasserman
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David Keyes,
Community Technology Planner

Lynne Masters,
Cable Franchise Administrator

- I. Agenda Approval, Review of Minutes, Public Introductions and Announcements: Brad Stilwell– 5 minutes. Brad announced that Dionne had resigned to take on new responsibilities at Digital Promise.

- II. Democracy Portal: Introduction of Gary Gibson, General Manager of TVSEA and Update on Democracy Portal Initiatives: Rona Zevin and Gary Gibson. Gary is the General Manager of TVSea. Rona reviewed the work of the Citizen's Committee on Electronic Commerce. She described the prototype of how the Democracy Portal may be designed. She commented that the Mayor is supporting the project. She commented that the City has been working with Pyramid Communications, a large marketing firm, to develop a new branding for the channel. She noted that they are targeting the implementation date of a number of Pyramid's suggestions as September. She commented that under the circumstances, although the funding is limited, the City hoped to accomplish some of those recommendations this fall.

Gary introduced himself, described his background and his qualifications for his new position. Gary was optimistic about what they could accomplish with the funding they had. He described some of his ideas for putting information on TVSea. He noted that it might be appropriate to have videos or other information accessible through electronic archives. He wants to be able to promote more of what is happening in neighborhoods, including the cultural

flavor of the City. Gary noted that he is interested in partnering with other groups such as KCTS to share resources, since no entity can cover everything that's going on in the City.

Staff and Board members discussed generally ideas for making TVSea more user friendly for the general public, including developing programming that might inform residents how to file various reports with the City or how to request various permits from the City. In addition, they talked about using various technologies to notify viewers that certain programming will be shown at a specific time. Another feature Rona would like to add is video indexing, but this would require additional staff and the current technology is extremely expensive.

Brad summarized CTTAB's work on the Democracy Portal and E-Government services. He asked Gary to consider how CTTAB can contribute to the work and development of TVSea. Gary replied that CTTAB's feedback on the development of TVSea and its role in the Democracy Portal project will be needed in the future elements of the project are ready for implementation. Gary observed that many people viewed the channel as "the meeting channel." The goal is to have content that successfully competes for viewers' time. To that end, he said the City has hired a person who will focus on content for the channel.

Rona commented that the marketing plan should be ready by the Board's next meeting and she hopes to be able to provide it to the Board then.

III. DoIT Proposed Reorganization: Rona Zevin

Brad asked Rona to comment on the pending merger of DoIT and DEA. Rona informed the Board that Marty, the City's former CTO, has retired. She told the Board that the Mayor is proposing to merge DoIT with the Department of Executive Administration, headed by Ken Nakatsu. Ken was the Department Director for the Division of Information Technology until DoIT became a separate department. She described some of the divisions that are currently part of DEA. Rona noted that under the current proposal she will continue to be responsible for all of the groups she currently manages. She commented that this proposal may still change and that DoIT's final structure will not be final until Council adopts the budget.

IV. Subcommittee Reports

A. Community Technology Initiatives including Technology Matching Fund Awards and Indicators Project: David Keyes. David announced that the City's community tech programs and noted that the City's website had been a finalist a few years ago. David observed that the City's submission included a variety of community tech programs, including the Indicators Project.

David informed the Board that Emily Bancroft will be leaving her position with the City. He noted some of the projects she had been involved in, and

generally described her future plans.

David told the Board that the Tech Matching Fund (TMF) legislation recommending funding awards is scheduled for a vote by Council's Police, Fire Courts and Technology subcommittee on the June 17th at 2:00. In addition, the Mayor will make an announcement about the TMF program on the 24th at 11:30 at a ceremony that will be held by one of the funds recipients, the Rainer Vista Community Center.

The TMF program imposes certain contractual requirements on recipients. David asked Board members to consider mentoring one or more of this year's recipients. The type of work that may be involved in mentoring will depend on the project and on the experience of the recipient so the assignments will need to be made on a case-by-case basis.

David mentioned that a business plan was being developed for the Community Tech Alliance and commented that Board members were welcome to participate in that project

B. Marketing: David Keyes and Brad Stilwell – 15 minutes. David circulated a progress report from the Independent Media Center, a TMF recipient.

Brad commented that some local television channels appear to be interested in airing public service announcements (PSAs). He noted that there are opportunities for web banner notices about community technology programs or events may also be available. He said the Marketing Subcommittee needs to discuss what needs to be done to put together the ads and distribute them. He indicated that there may be some City resources available to the group that he hopes they can leverage into bigger resources. He said, however, that they are also looking for pro bono contributions, such as web design or TV writers. Their marketing plan includes marketing all of the City's community tech plans. David observed that they are hopeful local celebrities will be interested in contributing to the City's marketing plan.

David announced that there's a project developing to map out the services community tech centers are offering in the Central District. This information is not currently available.

C. Governance Committee: Shannon Frisbie. Shannon reviewed the changes she made to the most recent draft. Her goal had been to simplify and remove inconsistencies from the draft. Generally, she provided language that defines a conflict and describes situations when it arises. She also clarified the applicability of this section so that it's clear it applies only to Board members and not to those in their households.

Shannon proposed the Board vote on the current proposed amendments. The amendments were approved unanimously.

V. Cable Office Report: Lynne Masters

A. AT&T Comcast Transfer. . Lynne described the transfer legislation and the side letter between AT&T and the City that accompanied the legislation. The side letter specifically addresses resolution of outstanding franchise violations as well as other issues that are pending or that need to be addressed in the franchise renewal process. The side letter contains deadlines for curing certain violations. It also raises current and future issues that need to be addressed. Lynne summarized the current violations and other items referenced in the letter. David observed that one of the issues contained in the letter concerned installation of cable modems in community centers

VI. Administrative Matters:

A. Board Vacancies and Get Engaged Program Status Report: Brad Stilwell/Lynne Masters – Brad summarized the Get Engaged program and informed the Board that a new program participant is expected to be placed on the Board in September.

Board members discussed scheduling the orientation for new board members and selected an evening meeting on July 30th. Board members also discussed scheduling the retreat for September or October. Lynne will look into scheduling the meeting for October.

B. 2002 Retreat: Brad Stilwell. Board members discussed when and where to hold the retreat. They agreed that it should be limited to four hours. Lynne will look into scheduling the retreat for October.

The meeting was adjourned.

NOTICE:

The following minutes are pending. They were never submitted for posting on the website:

June 11, 2002, pending

May 14, 2002, pending

April 9, 2002, pending

CTTAB 2002 MINUTES

July 9 2002

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flavor of the City. Gary noted that he is interested in partnering with other groups such as KCTS to share resources, since no entity can cover everything that's going on in the City.

Staff and Board members discussed generally ideas for making TVSea more user friendly for the general public, including developing programming that might inform residents how to file various reports with the City or how to request various permits from the City. In addition, they talked about using various technologies to notify viewers that certain programming will be shown at a specific time. Another feature Rona would like to add is video indexing, but this would require additional staff and the current technology is extremely expensive.

Brad summarized CTTAB's work on the Democracy Portal and E-Government services. He asked Gary to consider how CTTAB can contribute to the work and development of TVSea. Gary replied that CTTAB's feedback on the development of TVSea and its role in the Democracy Portal project will be needed in the future elements of the project are ready for implementation. Gary observed that many people viewed the channel as "the meeting channel." The goal is to have content that successfully competes for viewers' time. To that end, he said the City has hired a person who will focus on content for the channel.

Rona commented that the marketing plan should be ready by the Board's next meeting and she hopes to be able to provide it to the Board then.

III. DoIT Proposed Reorganization: Rona Zevin

Brad asked Rona to comment on the pending merger of DoIT and DEA. Rona informed the Board that Marty, the City's former CTO, has retired. She told the Board that the Mayor is proposing to merge DoIT with the Department of Executive Administration, headed by Ken Nakatsu. Ken was the Department Director for the Division of Information Technology until DoIT became a separate department. She described some of the divisions that are currently part of DEA. Rona noted that under the current proposal she will continue to be responsible for all of the groups she currently manages. She commented that this proposal may still change and that DoIT's final structure will not be final until Council adopts the budget.

IV. Subcommittee Reports

A. Community Technology Initiatives including Technology Matching Fund Awards and Indicators Project: David Keyes. David announced that the City's community tech programs and noted that the City's website had been a finalist a few years ago. David observed that the City's submission included a variety of community tech programs, including the Indicators Project.

David informed the Board that Emily Bancroft will be leaving her position with the City. He noted some of the projects she had been involved in, and

generally described her future plans.

David told the Board that the Tech Matching Fund (TMF) legislation recommending funding awards is scheduled for a vote by Council's Police, Fire Courts and Technology subcommittee on the June 17th at 2:00. In addition, the Mayor will make an announcement about the TMF program on the 24th at 11:30 at a ceremony that will be held by one of the funds recipients, the Rainer Vista Community Center.

The TMF program imposes certain contractual requirements on recipients. David asked Board members to consider mentoring one or more of this year's recipients. The type of work that may be involved in mentoring will depend on the project and on the experience of the recipient so the assignments will need to be made on a case-by-case basis.

David mentioned that a business plan was being developed for the Community Tech Alliance and commented that Board members were welcome to participate in that project

B. Marketing: David Keyes and Brad Stilwell – 15 minutes. David circulated a progress report from the Independent Media Center, a TMF recipient.

Brad commented that some local television channels appear to be interested in airing public service announcements (PSAs). He noted that there are opportunities for web banner notices about community technology programs or events may also be available. He said the Marketing Subcommittee needs to discuss what needs to be done to put together the ads and distribute them. He indicated that there may be some City resources available to the group that he hopes they can leverage into bigger resources. He said, however, that they are also looking for pro bono contributions, such as web design or TV writers. Their marketing plan includes marketing all of the City's community tech plans. David observed that they are hopeful local celebrities will be interested in contributing to the City's marketing plan.

David announced that there's a project developing to map out the services community tech centers are offering in the Central District. This information is not currently available.

C. Governance Committee: Shannon Frisbie. Shannon reviewed the changes she made to the most recent draft. Her goal had been to simplify and remove inconsistencies from the draft. Generally, she provided language that defines a conflict and describes situations when it arises. She also clarified the applicability of this section so that it's clear it applies only to Board members and not to those in their households.

Shannon proposed the Board vote on the current proposed amendments. The amendments were approved unanimously.

V. Cable Office Report: Lynne Masters

A. AT&T Comcast Transfer. . Lynne described the transfer legislation and the side letter between AT&T and the City that accompanied the legislation. The side letter specifically addresses resolution of outstanding franchise violations as well as other issues that are pending or that need to be addressed in the franchise renewal process. The side letter contains deadlines for curing certain violations. It also raises current and future issues that need to be addressed. Lynne summarized the current violations and other items referenced in the letter. David observed that one of the issues contained in the letter concerned installation of cable modems in community centers

VI. Administrative Matters:

A. Board Vacancies and Get Engaged Program Status Report: Brad Stilwell/Lynne Masters – Brad summarized the Get Engaged program and informed the Board that a new program participant is expected to be placed on the Board in September.

Board members discussed scheduling the orientation for new board members and selected an evening meeting on July 30th. Board members also discussed scheduling the retreat for September or October. Lynne will look into scheduling the meeting for October.

B. 2002 Retreat: Brad Stilwell. Board members discussed when and where to hold the retreat. They agreed that it should be limited to four hours. Lynne will look into scheduling the retreat for October.

The meeting was adjourned.

CITIZENS' TELECOMMUNICATIONS AND TECHNOLOGY ADVISORY BOARD

Minutes

August 8, 2002

Meeting at 6p.m.

City of Seattle, Board Room, 27th Floor

Key Tower, 700 Fifth Avenue, Seattle, WA 98104

- I. Agenda Approval, Review of Minutes, Public Introductions and Announcements:** Brad Stilwell. The July minutes and August agenda were approved as submitted.

Rona announced that email addresses at the City are changing in mid August to "seattle.gov." She stated that the current email addresses will continue to work. The City's website address has also changed using the seattle.gov address.

Brad informed the Board that Jeanne-Marie Isola had resigned from the Board.

Robin announced an upcoming event, Reclaim the Media that will be held in Seattle September 10th – 15th. She asked CTTAB to participate in the event. She noted also that SCAN, the Seattle Community Access Network, will be hosting a Scanzavanza event on Saturday afternoon. She referred interested Board members to SCAN's website for more information.

Brad introduced Justin St. Claire to the Board. Justin is the new Get Engaged Board member who will be appointed to the Board in September.

- II. DoIT Reorganization and Merger with the Department of Executive Administration (DEA) (Reorganization):** Brad Stilwell. Brad had requested comments from Board members on the proposed Reorganization. He circulated his and John's.

Brad asked Sylvia to describe the facts surrounding the Reorganization. Sylvia described DoIT's current structure, the proposed new entity and how it would be organized.

She told the Board that Rona's group will remain with the Chief Technology Officer (CTO), as will the Leadership and Governance group. Operations will become a single division; accounting and finance will merge with DEA's existing finance and administration group. The CTO position, however, will not be eliminated, although the position of Executive Assistant to the CTO will be eliminated. She commented that like other City departments, DoIT was required

to eliminate 12% from its budget. She pointed out, however, that DoIT's changes were not made in response to the merger but were made in response to budget cuts.

Brad noted that the Board was considering whether to send a letter to the City expressing its concerns and recommendations. As a result discussion of this topic required the Board to make its decision by consensus. Jeff and Shannon tracked the discussion for minority opinion, in the event one developed.

Board members discussed at length various issues connected with the proposal as well as reasons for recommending the current structure remain largely in tact. For example members expressed concerns about the risks inherent in reducing the CTO's authority and independence such as balkanization of technology deployment. Board members discussed various reasons the CTO's role and position should remain in tact, including its view that the CTO should remain a cabinet-level position.

Sylvia noted, however, that the CTO's real authority and effectiveness depended upon his or her knowledge and expertise, especially his or her ability to work with others towards common goals by developing solutions through consensus. She noted as well that under the proposal the CTO would continue to have access to the Executive. Shannan reminded the Board that the reorganization was in response to budget cuts, and commented that perhaps the proposal had merit. Finally, Board members discussed various ways the City could retain the CTO's current role and function and still reduce expenses, such as eliminating duplicative functions.

Following the discussion, the Board voted unanimously to submit a letter to the City expressing its concerns and recommending ways the City could resolve them without diminishing the CTO's role. Because there were no objections to the content proposed in the letter, there was no need for a minority report to be included with it.

III. Cable Office Report: Tony Perez. Tony informed the Board that the City had approved the transfer of AT&T Broadband's local parent to Comcast. He described the transfer process and its outcome in this instance, including the development of the side letter and its contents.

Tony also described the FCC's cable modem proceeding, in which the FCC determined that such services are not cable services but are information services and that franchise fees may not be imposed on the service. He described comment letters by AT&T and Charter that criticized the City's current regulatory framework, particularly stating their position on federal and local privacy rules and noted that the City had submitted reply comments.

IV. Retreat: Brad Stilwell and Lynne Masters. Lynne reported that the Retreat had been rescheduled from September to October. However, there were no rooms available to house the retreat on the 2nd Tuesday. The Board directed Lynne to schedule the retreat for the earliest Tuesday in October when she could book a conference room. Rona noted that this retreat is an opportunity to ask the Mayor and Council for direction for the upcoming year and for the Board to establish its own 2003 work plan agenda.

V. Subcommittee Reports –

- A. Governance Committee: Vote on Technical Amendment to the By-Laws:** Brad Stilwell. Action on the Bylaws was deferred until the City's Ethics and Elections Office could review the Conflicts of Interest section.
- B. Community Technology Initiatives:** Rhonda commented that the subcommittee will be meeting about issues that it would like to present at the retreat.
- C. Marketing:** Brad Stilwell. There had been a meeting at Rainier Community center with CTC members and they needed to coordinate what they were offering in common, Brad noted that this subcommittee was examining was to market the CTC functions, including training and other services. He noted that the subcommittee needs to know who's using what services so its marketing plan can be tailored appropriately.

The meeting adjourned.

CITIZENS' TELECOMMUNICATIONS AND TECHNOLOGY ADVISORY BOARD

Minutes
November 12, 2002
Meeting at 6p.m.

City of Seattle, Board Room, 27th Floor
Key Tower, 700 Fifth Avenue, Seattle, WA 98104

Board Members

Brad Stilwell, Chair	John Schlick
Shannan Frisbie, Vice Chair	Justin St. Claire
Rhonda Allison	Jeff Techico
Appah Auta	Jerry Whiting
Mike Donlin	
Robin Oppenheimer	

DoIT Staff

David Keyes, Community Technology Planner
Tony Perez, Director of Office of Cable Communications
Lynne Masters, Cable Franchise Administrator

Guest Speakers

Ann Suter, Executive Director, Seattle Community Access Network
(SCAN)

I. **Agenda Approval, Review of Minutes, Public Introductions and Announcements:**

- Brad Stillwell

The agenda and minutes were approved.

Brad informed the Board that the City Council unanimously rejected the Mayor's proposed DoIT / DEA merger.

John Schlick distributed a copy of a letter he sent to the SCAN director asking that the election for the selection of a member representing the public access producer community to the Content Review Board be invalidated.

II. **Public Access Presentation: What Role Does Public Access Play in the Community? - Ann Suter, Executive Director, Seattle Community Access Network**

Ann Suter, Executive Director of the Seattle Community Access Network (SCAN) spoke to the committee about SCAN as a valuable community asset. Public access builds local communities and brings together various people and groups in synergetic ways and is a service that has become even more important in the era of media mergers and technology convergence. Public access provides a local forum for all citizens and allows every person the opportunity to communicate. With programming ranging from local bands to cooking shows to political commentary and religious services SCAN airs over 200 different programs each week, including live television, live to tape, field produced and imported programming. SCAN provides free classes on how to use television equipment to produce programming and certifies the skills of users, which permits them to use studios, editing facilities and field production equipment. CTTAB can help by continuing to insure a seat for the public voice on the committee, by widening the dialogue about cable franchise requirements as the City begins the formal process, by insuring that resources continue to be part of the mix of requirements for use of the rights of way and by visiting the community access facility to see how the users reflect the diverse people and interests of the City.

III. **Proposed Amendments to Bylaws Conflict of Interest Provisions in Section 5: Discussion and Possible Vote – Brad Stillwell**

In addition to minor renumbering revisions, the Board discussed substantive changes to the current Section 5. Section 5 contains two provisions the Governance Subcommittee proposed to change.

- (1) Section 5.3 permits a Board member with an interest in a specific matter before the Board to participate in the Board discussion on the matter. The Board member is prohibited from voting on any Board recommendations on that matter. Based on the Seattle Ethics and Elections Commission's (SEEC) recommendations, the subcommittee proposed prohibiting the involved Board member from participating in any discussions on the matter, unless the Board found an exemption was warranted and voted to authorize a limited waiver of the prohibition.
- (2) Section 5.4 provides that in the event a Board member has an undisclosed conflict (involved

Board member) brought to the Board's attention; the conflict must be reported to the City's Boards and Commissions Office [Seattle Ethics and Election Commission?] That office would investigate the matter and recommend whether or not any action should be taken against the member with the conflict. However, the SEEC has no jurisdiction over advisory boards, including CTTAB, and therefore is unable to fulfill this function on behalf of the Board. The SEEC recommended that the Board itself assume this obligation, although it may consult with the SEEC on the matter. The revision proposed by the subcommittee addresses the manner in which the Board would assume this obligation.

Shannan raised several concerns about the proposed changes and stated the reasons she disagreed with the proposals. After substantial discussion, the Board generally agreed to keep the current provision in Section 5.3, and to modify Section 5.4 in response to Shannan's comments. The Board deferred a formal vote on the matter, pending final review Shannan's revisions of the sections.

IV. Funding of 2003 Community Tech Programs: Discussion and Possible Vote

David Keyes presented options for spending community tech funds in 2003. CTTAB members wanted to know how the proposed investment strategy differed from what CTTAB has traditionally funded. The main shift is that there is less money and in the past approximately 2/3 of the money has gone into direct service grants with the remainder going to particular projects. David wants to focus on building a sustaining structure; leveraging City dollars to attract more resources from industry, foundations, corporations etc. CTTAB support sends a strong message to funders.

There was a motion to support the Community Technology Fund budget as presented. The motion was seconded and passed.

V. Allocation of Cable Modems to Seattle Schools

There was a request to grant approval for cable modem service to Seattle Public Schools Interagency sites, to be drawn from the City's allocation of 500.

A motion granting approval was proposed, seconded and passed.

VI. Subcommittee Formation and Report: Presentations and Discussion

- A. E-Government
- B. Marketing
- C. Community Technology Initiatives
- D. Cable Office

The subcommittee reports were deferred to the December 10th meeting.

The meeting adjourned at 8:02pm.

CTTAB 2002 Minutes

December 10, 2002

Meeting Minutes

City of Seattle, Board Room, 27th Floor

Key Tower, 700 5th Avenue, Seattle, WA 98104

Board Members

Brad Stillwell, Chair

Rhonda Allison

Mike Donlin

Shannan Frisbie

Justin Saint Claire

John Schlick

Jeff Techico

Harriet Wasserman

Jerry Whiting

DoIT Staff

Rona Zevin, Director of Interactive Media

David Keyes, Community Technology Planner

Tony Perez, Director of Office of Cable Communications

Lynne Masters, Cable Franchise Administrator

Kirk Bailey, Chief Information Security Officer

I. Agenda Approval, Review of Minutes, Public Introductions and Announcements:

Lynne Masters announced that this will be her last CTTAB meeting because she has resigned from the City of Seattle.

Jerry and John's terms expire with this meeting. Jeff, Rhonda, Harriet and Brad should be reappointed; Lynne will handle the reappointments; members can be reappointed once. Lynne has some applications from people interested in becoming committee members; if anyone knows potential candidates send their resumes to Lynne. In January the election for the 12 month term for the chair and vice chair will take place. If anyone is interested send a written statement or come to the January meeting prepared to explain why you want the position.

Harriet Wasserman wasn't in attendance at the last meeting; the minutes will be updated to reflect this.

David will attach a copy of the 2003 community tech programs funding motion to the minutes when they are posted to the web.

II. Electronic Security for the City of Seattle:

Kirk Bailey the City's Chief Information Security Officer said that the City started looking into technology security issues about 1 ½ years ago identifying the need for a Chief Information Security Officer, a position that is flourishing in both the private and public sectors. Taking into account compliance requirements and a constant flow of new rules and regulations a security plan has been approved by the BMC that includes Citywide security policies, new risk management policies and vulnerability assessments including cyber terrorism.

Brad asked if there was role for CTTAB to help the City secure funding for cyber terrorism prevention. Kirk has tried unsuccessfully to secure funding, but welcomes any ideas CTTAB may have on this topic.

There was discussion about whether the City had security responsibility for cable modems that are at agencies that don't have the resources to keep them secure; security awareness needs to be communicated to these agencies. Eighty percent of the risk comes from within an organization.

III. Technology Matching Fund (Direct Service Grants) Discussion and Possible Vote: David Keyes

There is \$50,000 available for grants through the Technology Matching Fund (TMF) and David proposed giving up to \$10,000 for each grant; in the past the average grant has been \$8,000. We are anticipating five to seven grants; currently there are 11.

Whether existing grantees should be allowed to apply for this round of grants was discussed. In the past we have given organizations more than one grant. More stringent funding criteria may be one solution to fewer funds available, rather than limiting the number of grants an organization can have. Limiting organizations to one grant at a time could prohibit funding for outstanding projects. The committee's consensus was to allow organizations to apply even if they have an existing grant.

There was also discussion about the match portion, which takes lots of administrative time for the organization and the City. The match is good for leveraging dollars but makes things complicated when we are trying to simplify the process. There is a positive benefit from the match because it means organizations need to search for other resources. Documenting the match is an ongoing problem, but no match is free money; we need strong criteria for measuring contributions. It was suggested that we tell applicants that we evaluate their application based on the match and require a certification that they are meeting the match. Rather than reviewing every invoice an audit check point was suggested.

Should we pre-screen and interview only the top applicants? Most of the

applicants are not professional grant writers so the interview process gives them the opportunity to make the case for their project. The committee decided to pre-screen the applications, take feedback notes, send comments and encourage the applicants who didn't make it past the pre-screening to call or schedule site visits to learn how to improve their applications in the future.

It was moved and seconded to approve the TMF proposal.

IV. 2003 Proposed Amendments to Bylaws Conflict of Interest Provisions in Section 5 Discussion and Possible Vote:

Shannan drafted the amendment language based on the committee's discussion at the last meeting.

The proposed amendments were approved with the correction of a typo in Section 7.

V. Subcommittee Formation:

There was a sign up sheet for the sub-committees. Members were encouraged to know the scope of the committees before committing themselves. Should the CTTAB scale back the number of subcommittees? The Community Technology Initiatives and Cable Office subcommittees seem mandatory because of Council and Mayoral issues. There isn't money to hire a marketing consultant or to staff that subcommittee; the marketing component can be built into the work of the other committees as appropriate.

- A. E-Government -**
- B. Marketing -**
- C. Community Technology Initiatives -**
- D. Cable Office -**

The meeting adjourned at 8:02pm.